## How to See Your Kickball Manager Dashboard



## **Manager's Registration Steps:**

- Click the purple register button at www.cityofmidlandmi.gov/kic kball.
- Log on to the CivicRec system (use log on tutorial if necessary)
- Click on your preferred league
- Scroll to the bottom, click on your name and Add to Cart

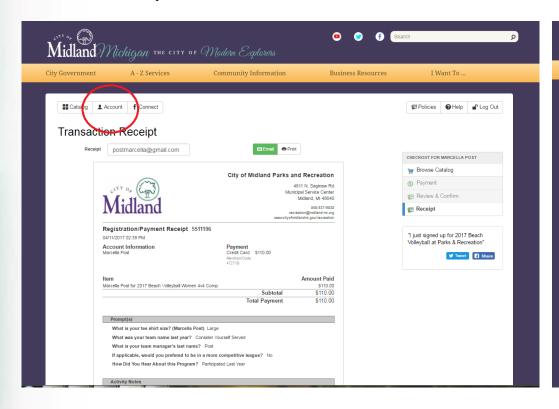
- Checkout
- Answer the prompts, Click submit responses
- Answer the Team Name (again)
- Enter Credit Card Information
- Click Review/Complete Transaction

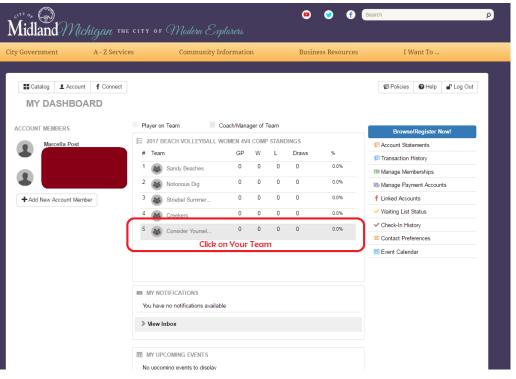


## **Kickball Team Dashboard**

Once you have registered, click on Account on the Receipt Screen

Your team's name will be highlighted in gray

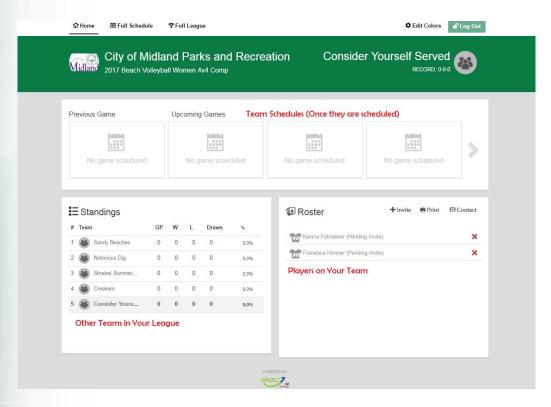




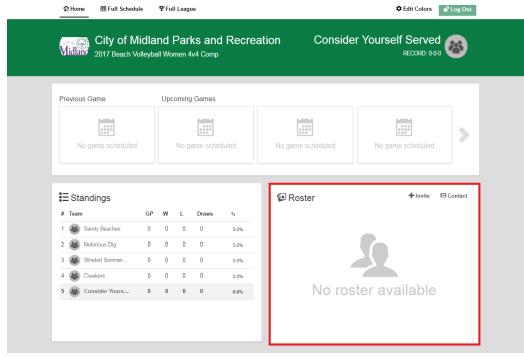


## **Kickball Team Dashboard**

From this Dashboard screen, you will manage your team's activity for the season.



Marcie drafts players every weekday morning, so if you don't see a player yet, don't fret. They might not be drafted quite yet.





You can come here to see your weekly standings or visit this link.